

DIDD Application Process Checklist For Therapeutic Services

Specialized Medical Equipment Supplies and Assistive Technology Services Applicants

√	Step	Contact	Comments
	Obtain Application Packet www.tn.gov/didd		Click on <i>Provider Info</i> and then on <i>How to Become a Provider</i>
	Contact Regional Therapeutic Services Coordinator as needed	West – Marie Isbell 901-745-7633 Middle – Sara Muncher 615-231-5438 East – Kandy Turner (865) 594-9354	Call or set up a meeting as necessary to provide introduction to service provision and potential service needs (i.e. areas, services). If you are unable to reach the Regional Coordinator in a reasonable timeframe, you may contact the Central Office State Director for Therapeutic Services, Karen Wills at (615) 532-3063.
	Complete and return: <ul style="list-style-type: none"> DIDD Application and required attachments, W-9, and Disclosure form to: DIDDProvider.Application@tn.gov 	(615) 532-6530	You will be contacted if any necessary information is missing. DIDD will complete application processing.
	Receive your letter from DIDD indicating either tentative approval or denial of your application.	Karen Wills (615) 532-3063	If approved, a copy will go to the DIDD Central Office contracts division in order for a DIDD Provider Agreement to be executed.
	Review DIDD Provider Agreement once received, sign all copies and return as instructed with any required documentation.	Julia Jinnette (615) 253-6817	

	Receive finalized DIDD Provider Agreement.	Julia Jinnette (615) 253-6817	Begin to market agency to Independent Support Coordination agencies. Contact information for these agencies can be found on the DIDD website. Click on Provider Info on the left side and scroll down to Provider Agencies.
	Central Office Administrative Services Department assigns provider number and site code for billing and notifies the Regional Office who notifies provider.		Once received and needed orientation is completed, provider can take referrals for services.